



City of Woodland
Meeting Agenda
Planning Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

April 21, 2022
6:30 PM

Please Note: The numerical order of items on this agenda is for the convenience of reference; items may be taken out of order. No new items shall begin after 10:30 pm unless unanimous consent exists to continue.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff to make comments and announcements to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

E. SUBCOMMITTEE REPORTS

F. COMMUNICATIONS FROM THE PUBLIC

G. APPROVAL OF MINUTES

H. PUBLIC HEARING

1. SUBJECT: AT&T Mobility Cellular Tower - Conditional Use Permit

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission: (1) receive a staff report; (2) Conduct the public hearing; (3) Adopt Resolution No. PC 22-04 in support of a Conditional Use Permit to allow construction and operation of a 65-foot tall stealth telecommunications cellular tower and the installation of related ground equipment on an approximate 1,200 square foot lease area on the parcel with APN 063-050-015 north of 341 Industrial Way within the City Industrial with Light Industrial Flex Overlay Zone District.

I. BUSINESS ITEMS

2. SUBJECT: Comprehensive Zoning Code Update

RECOMMENDATION FOR ACTION: Receive a staff report concerning the Comprehensive Zoning Code Update

3. SUBJECT: Review of Planning Commission Subcommittees

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission Chair Review Subcommittee Appointments

J. STAFF OR COMMISSIONER COMMENTS

K. ADJOURNMENT

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: April 21, 2022
ITEM #: H.1
SUBJECT: AT&T Mobility Cellular Tower - Conditional Use Permit

Recommendation for Action: Staff recommends that the City Planning Commission: (1) receive a staff report; (2) conduct the public hearing; and (3) adopt Resolution No. PC 22-04 in support of a Conditional Use Permit to allow construction and operation of a 65-foot tall stealth telecommunications cellular tower and the installation of related ground equipment on an approximate 1,200 square foot lease area on the parcel with APN 063-050-015 north of 341 Industrial Way within the City Industrial with Light Industrial Flex Overlay Zone District.

Staff Contact:

Anna Canales, Assistant Planner, (530) 661-5819, anna.canales@cityofwoodland.org

Background:

Project applicant, AT&T Mobility, has submitted Planning Application PLNG-21-00088 for a new 65 feet monopole tower to be located on a leased portion of a 1.35-acre parcel, APN 063-050-015, north of 341 Industrial Way. The property is located within City Industrial with Light Industrial Flex Overlay Zone District (I/LIO) and is designated for lighter Industrial land uses under the City 2035 General Plan and Interim Zoning Ordinance.

The project site is not developed and is surrounded by light industrial on the north and west and bounded to the east by State Route 113 and south by the existing railroad spur that runs parallel to East Main Street. The applicant has provided photo simulations and color renderings to aid in visualizing the change in view upon installation of the proposed project (Attachment # 5 and # 6) and to allow consideration of the options available for camouflage of the tower structure.



The project site is located directly across from the Yolo County Transportation District headquarters (to the west) and adjacent to State Route 113 (to the east). East Main Street, located to the south, is currently undergoing re-construction that will result in new sidewalk and landscaping in this area. Further, a new proposed Staybridge Hotel is under consideration and located directly south of the project site area.

The proposed project is subject to the City's Wireless Telecommunications Facility Ordinance, Section 17.104.180 of the City Municipal Code, and will result in the following:

A new proposed telecommunications facility consisting of a new 65-foot monopole tower with six (6) panel antennas, twelve (12) remote radio units, with associated equipment to be installed in a leased area at the northern end of the parcel. Additionally, 30 feet. x 40 feet. AT&T Mobility lease ground space area (1,200 square foot leased area) will house one (1) new 8.0-foot x 8.0-foot walk-in closet equipment shelter and a 30 kw backup diesel generator inside.

Other details of the proposed project operation will include:

- A 15-foot wide non-exclusive access and utility easement on the project site from Industrial Way to the proposed telecommunication facility.
- The operation of the project will occur 12 months a year, 7 days a week, 24 hours a day, consistent with the continuous schedule of normal telephone company operations.
- The facility is "unmanned" and will be visited on an "as needed" basis only. No more than two technicians will attend the facility. Their schedule will be on a 24-hour basis. No more than two service vehicles, being either a van or a small pickup truck will visit the facility.
- The equipment located within AT&T's lease area will be used for telephone operations.
- There will be no supplies or materials stored on the site.
- There will be no noise, glare, dust, or odors associated with the facility.
- The proposed on-site 190-gallon diesel backup generator will only run in the event of an emergency and for maintenance purposes approx. (1) time per month for approx. (20) to (30) minutes. In the event of a power outage, the generator can power the site for up to (3) days before refueling is required.
- The tower will be constructed to enable other carriers to co-locate on the AT&T Mobility facilities.

The project will be required to comply with the following:

- Provide a stealth design (Monopine or Water tower, as discussed below)
- Provide additional landscape screen planting around the proposed lease area and on the street frontage along Industrial Way.
- Per City requirements (Section 17.104.200 of the City Municipal Code - Public Art), commercial development is required to provide public art. The applicant proposes to pay a fee "in-lieu" of providing public art.
- The city will require a maintenance agreement to be provided such that the utility provider shall be required to keep the facility in good condition, consistent with how it appeared when first installed.

The proposed wireless cell tower height exceeds the maximum height allowed under the City Code in the I/LIO Zone District (building height maximum of 48 feet plus 12 additional feet) by 5 feet. However, the City of Woodland Wireless Telecommunications Ordinance allows for this standard to be modified upon a finding by the Planning Commission that cumulative visual impacts are not significant and that the height is necessary to provide services not possible with a tower meeting the allowed height standard.

Wireless Coverage Area

The applicant has identified a significant gap in its service coverage in the City of Woodland, in an area roughly bordered by industrial land uses and Cannery Road to the north, Industrial Way to the west, Main Street to the south, and State Route 113 to the east. To meet its coverage objectives for this gap area, the applicant, AT&T Mobility, proposes to build a 65-foot-tall tower with antennas installed at a centerline height of 60 feet above ground level. This portion of Woodland includes Industrial and Community Commercial districts with numerous businesses along East Main Street, Pioneer Ave and surrounding roads, and other points of interest in the immediate vicinity. (See attachment # 7– New Build Coverage Map)

Discussion:

The Planning Commission’s consideration of the Conditional Use Permit (CUP) is governed by both the City’s local zoning regulations and the Federal Telecommunications Act (47 USCS § 332). Under the City’s local regulations, the project must be consistent with the General Plan and Zoning for the site and comply with the development standards for wireless telecommunication facilities set forth in the Woodland Telecommunications Ordinance. Additionally, the Commission must make the findings required for a Conditional Use Permit per Chapter 17.132 of the Woodland Zoning Ordinance.

The Federal Telecommunications Act limits the Commission’s consideration of the project under these local standards in two significant ways. First, the federal law prohibits the city from either conditioning or denying the project based on concerns stemming from the environmental effects of radio frequency emissions (RF) if the proposed facility complies with federal RF standards. Second, the federal law prohibits the city from denying the project if (a) the facility is necessary to fill a significant service gap in the applicant’s wireless network and (b) the facility is the least intrusive means of filling the service gap. The applicant has provided information on both its RF Compliance and coverage, indicating the proposed project complies with federal RF standards and is necessary to fill a significant service gap. (See Attachment # 8 – Radio Frequency – Electromagnetic Energy Compliance Report EME and Attachment # 7 – New Build Coverage Maps)

Staff Analysis:

Applicable Laws, Codes, and Ordinances:

The project is subject to several laws, codes, and ordinances:

- The California Environmental Quality Act (CEQA)
- City of Woodland 2035 General Plan
- City of Woodland Zoning Ordinance

Reviewing Agency Comments:

The project has been circulated to other city divisions and departments for review. All reviewing agency comments have been integrated into the conditions of approval.

Staff recommends approval of this project subject to the recommended conditions of approval and provides the following analysis:

Wireless Communication Ordinance:

Tower Stealth Options:

The applicant has provided photo simulation and color renderings to aid in visualizing the change in view of surrounding areas upon installation of the proposed project. To address any possible concerns regarding potential visual impacts on surrounding areas, the applicant has provided two possible options for “stealth” (or camouflage) designs, a monopine or a water tank. The applicant has provided photo simulations to aid in visualizing the two options. (Attachments # 5 and # 6 – Photo Simulations Monopine and Photo Simulations

Water Tank) and are shown below.



Co-Location and Coverage:

The proposed monopine stealth option would allow co-location for at least two other service providers. The water tower stealth option would only allow co-location for only one other service provider. The total anticipated service coverage is comparable between the two stealthing options, allowing AT&T Mobility to meet its coverage objectives. The monopine is the preferred option because it allows for the installation of at least two other service providers and is in conformance with Code Section 17.104.180 (B) (5) (c) (vii) states

that the applicant shall provide a statement of commitment that it will allow other service providers to co-locate. A condition has been added to require this commitment statement.

Tower Height:

The monopine is lower (65-feet) but allows co-location. The water tower is taller (67-feet), and would allow the installation of public art. However, with additional future landscaping along East Main Street, the water tank art may not be visible.

The Wireless Telecommunications Facilities Section 17.104.180 (B)(5)(c)(vi) states the following height limits:

Monopoles and lattice towers shall be designed at the minimum functional height. Tower height shall generally not exceed the maximum height for buildings in the zoning district in which it is located by more than 12 feet. This standard may be modified upon a finding by Planning Commission that cumulative visual impacts are not significant and that the height is necessary to provide services not possible with a tower meeting the height standard. Independent review of the request, at the applicant's cost, may be required by the Community Development Director. If no maximum building height is established in this title, the height of the tower shall be reviewed for the visual impact on the surrounding land uses and the community.

The City's Wireless Ordinance limits the tower height to the maximum building height allowed in the zoning district plus 12 additional feet, or the minimum functional height required to meet service area objectives. Under the Industrial with Light Industrial Flex Overlay zone district, buildings are allowed up to a maximum of four floors tall or 48 feet with the additional allowance of 12 feet. It brings the total allowance under the zoning to 60 feet in height. This makes the proposed monopole approximately five feet above the maximum allowed height. (The optional water tank design would be seven feet above the maximum allowed height)

Although slightly taller, the applicant's design of a monopine is the preferred design, allowing all antennas to be installed at a 60-foot centerline, room for collocation of at least two other service providers, and access for maintenance.

The project as originally submitted, called for an 85-foot tall Cell Tower to be placed on-site, but after comparing this height to existing telecommunications facilities already in the City and looking at coverage modeling with their engineering team, the decision was made by the applicant to reduce the height of the Cell Tower.

Maintenance:

In both instances, the city will require a maintenance agreement be provided such that the utility provider shall be required to keep the facility in good condition, consistent with how it appeared when first installed. It is known that any stealth options can degrade in appearance after a few years and must be maintained appropriately.

Staff's recommended option is the Monopine, as it blends into the background and allows greater co-location for future service expansion.

The applicant has provided documentation that the installation of the proposed telecommunications facility will provide coverage to an area of the City that has documented deficiencies in the service coverage area. The applicant also provided a list of other sites in the surrounding area that had been looked at as alternative locations to the proposed site. However, none of the alternative sites resulted in property owner interest.

Local government (Planning Commission) may review wireless communication towers with regard to the height, style, location, setbacks, access, parking, noise, landscaping, and other physical features. The wireless

communication tower has been reviewed for consistency with the City's Wireless Communication Ordinance found in Section 17.104.180 B 5 (c); Location and Design, Section 17.104.180 C; and Findings for Approval for Telecommunication Facility Applications, Section 17.104.180 E.

Telecommunications facilities are public utilities that provide communications systems to meet the needs of residents and businesses in Woodland. The proposed facility would improve coverage for area residents and businesses, and enhance safety by providing more reliable service. The proposed 65-foot monopine cellular tower is designed to be visually compatible with the surrounding area, will have a stealth design, and is conditioned with additional landscaping along the west end of the property and a solid wall surrounding the proposed lease area to enhance the visual corridor from Industrial Way at eye level.

General Plan Consistency:

The General Plan (GP) designation for the site is Industrial (I). The following General Plan policies are applicable to wireless communications facilities:

Goal 5.F. Ensure the timely development for public facilities, provision of public services, and the maintenance of specified service levels for these facilities.

Policy 5.K.10. Ensure that public utility infrastructure for telecommunications and other utilities allows for the incorporation of diversification of utility service providers, as appropriate.

The proposed project as conditioned is consistent with the General Plan.

Zoning Consistency:

The zoning designation for the site is Industrial with Light Industrial Flex Overlay. The project is subject to the City's Wireless Communication Ordinance (Municipal Code Section 17.104.180). The Wireless Ordinance allows for "architecturally stealthed" facilities in Industrial with Light Industrial Flex Overlay areas provided a Conditional Use Permit is granted from the Planning Commission in accordance with Chapter 17.132 (Conditional Use Permit) of the City's Zoning Ordinance. The City's Wireless Ordinance also requires compliance with minimum location and design standards and other requirements as deemed appropriate by the Planning Commission including, but not limited to the following:

Setbacks:

Article 17 of the Zoning Regulations commencing with Section 17.104.180 B (1)(d)(i), it is required that all stealthed cell towers have at least a 100-foot setback from a residentially zoned property.

The proposed monopole complies with all setback requirements typical of structures of the City Zoning Ordinance.

Access and Off-Street Parking:

The City's Wireless Ordinance requires adequate access to the facility. The proposed lease area is located along the northern property line, accessed by way of an existing driveway off Industrial Way and an improved paved surface at the front portion of the property from the driveway to the facility.

Landscaping: The proposed project will be required to add landscaping along Industrial Way to screen the project. The applicant is conditioned to provide a landscape plan for review and approval prior to the issuance of the building permit.

Public Art:

Per City requirements (Section 17.104.200 of the City Municipal Code - Public Art), commercial development is required to provide public art. The applicant proposes to pay a fee "in-lieu" of providing public art.

Conditional Use Permit Review:

The Planning Commission may approve, conditionally approve or deny an application for a conditional use permit; and in authorizing a conditional use, may impose such requirements and conditions with respect to location, construction, time period, maintenance, and operation, as deemed necessary for the protection of adjacent properties and the public interest, when reasonably related to the use of the property. Before granting any conditional use permit the Planning Commission shall be satisfied that the proposed structure or use conforms to the requirements and the intent of the City Zoning Code (Title 17) and the General Plan.

Environmental Assessment Status:

The proposed site location will have a minimal environmental impact with ease of access and utilities/trenching provided by an existing paved access road directly to the site.

Pursuant to the California Environmental Quality Act (“CEQA”), the proposed project is exempt from CEQA review per CEQA regulation Article 19 Categorical Exemption 15332. In-Fill Development Projects. The site is located within the City of Woodland and is consistent with the applicable General Plan and Zoning policies and regulations outlined under this Categorical Exemption.

This project satisfies the exemptions if:

1. The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
2. The proposed development occurs within city limits on a project site of no more than five acres. substantially surrounded by urban uses.
3. The project site has no value as a habitat for endangered, rare, or threatened species.
4. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
5. The site can be adequately served by all required utilities and public services.

The site is located within the City of Woodland and is consistent with the applicable General Plan and Zoning policies and regulations as described above (see Staff Analysis). The proposed project consists of the construction and operation of a single 65-foot tall cellular tower and related ground equipment on a 1,200-square-foot leased area. The proposed project site (1.35 acres) is less than five acres in size. The site is surrounded by urban development and has an existing building on site.

As conditioned, the development of the site will not result in significant traffic, noise, air quality, or water quality impacts. Existing streets are adequate to serve the facility. The project will comply with city noise standards. Existing utilities (stormwater, sewer, water, electrical, gas) are adequate to serve the proposed project.

Prior to taking action to approve the project as recommended, the Planning Commission is required to confirm this environmental determination in conjunction with action on the project. If this project is approved, staff will file a Notice of Exemption with the Yolo County Clerk’s Office in conformance with Article 5, Section 15062(a) of the CEQA guidelines.

Yolo Habitat Conservation Plan

The proposed project is not deemed a covered project under the Yolo Habitat Conservancy’s Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP).

Public Notification:

Public notice advertising for the public hearing on this project was prepared by the Community Development Department in accordance with notification procedures outlined in the City of Woodland’s Municipal Code and State Planning Law.

Two methods of public notice were used:

- A legal notice was published in the Woodland Daily Democrat 10 days prior to the meeting date.
- Notices were mailed to all property owners within 300 feet of the project site.

Appeal:

The applicant, or any party adversely affected by the decision, the City Planning Commission, an individual City Planning Commissioner, or the City Manager or Community Development Director, may appeal any action of the Planning Commission with respect to a Conditional Use Permit to the Planning Commission within (10) days after the action of the Planning Commission. No conflict of interest shall exist solely by reason of the filing of an appeal by the City Planning Commission, an individual City Planning Commissioner, the City Manager, or Community Development Director. Any such appeal shall be filed with the City Clerk and, except an appeal by the City Planning Commission, a City Planning Commissioner, or the City Manager, shall be accompanied by a filing fee as prescribed by Planning Commission resolution. Upon the filing of an appeal, the City Clerk shall set the matter for hearing. Such hearing shall be held within thirty days after the date of filing the appeal. Within ten days or at its next regular meeting following the conclusion of the hearing; the City Planning Commission shall render its decision on the appeal.

Conclusion:

Staff recommends that the City Planning Commission: (1) receive a staff report; (2) Conduct the public hearing; and (3) Adopt Resolution No. PC 22-04 in support of a Conditional Use Permit to allow construction and operation of a 65-foot tall stealth telecommunications cellular tower and the installation of related ground equipment on an approximate 1,200 square foot lease area on the parcel with APN 063-050-015 north of 341 Industrial Way within the City Industrial with Light Industrial Flex Overlay Zone District.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. Resolution and Conditions of Approval
2. Cell Tower Site Location
3. Project Information Summary Sheet
4. Planning General Application
5. Photo Simulations Monopine
6. Photo Simulations Water Tank
7. New Build Coverage Map
8. Radio Frequency Emission Compliance Report

RESOLUTION NO. PC 22-04

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WOODLAND APPROVING A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION AND OPERATION OF A 65 FOOT TALL TELECOMMUNICATIONS CELLULAR TOWER AND THE INSTALLATION OF RELATED GROUND EQUIPMENT ON AN APPROXIMATE 1200 SQUARE FOOT LEASE AREA; THE WIRELESS TOWER AND FACILITY IS LOCATED AT PARCEL APN 063-050-015 NORTH OF 341 INDUSTRIAL WAY WITHIN THE CITY INDUSTRIAL WITH LIGHT INDUSTRIAL FLEX OVERLAY ZONE DISTRICT.

(APN 063-050-015)

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on April 21, 2022 to review and consider a request for a Conditional Use Permit to allow the construction of a new unmanned telecommunications facility that will consist of (1) new 65 ft. co-locatable, monopine stealthed, monopole tower with (6) panel antennas, (12) remote radio units, and associated equipment installed on the tower; (1) new 8.0' x 8.0' walk in closet equipment shelter & 30kw back up diesel generator inside a 30 ft x 40 ft AT&T ground space lease area located at parcel no. 063-050-015 north of 341 Industrial Way within the Industrial with Light Industrial Flex Overlay Zone District ; and

WHEREAS, the proposed project, as conditioned, is consistent with the provisions that have been outlined by the City of Woodland General Plan and meets all regulatory requirements of the City of Woodland Zoning Ordinance; and

WHEREAS, pursuant to California state law and the City of Woodland Municipal Code, public hearing notices were mailed to all property owners within an area of a three hundred foot radius of the subject property, and a public hearing notice was published for a minimum of ten days prior to the public hearing in the Woodland Daily Democrat; and

WHEREAS, the site for the intended use is adequate in size, shape, topography, accessibility, and other physical characteristics to accommodate the use, service coverage needs and required provisions of the City of Woodland Zoning Ordinance and satisfies all minimum physical standards required under the City's Zoning Ordinance for wireless facilities; and

WHEREAS, the design and appearance of the telecommunications facility is consistent or compatible with the development and design of the surrounding structures and neighborhood; and

WHEREAS, the proposed use will be organized, designed, operated, and maintained so as to be compatible with the character of the area as intended in the City of Woodland General Plan; and

WHEREAS, telecommunications facilities are public utilities that provide essential communications systems to meet the needs of residents and businesses in Woodland.

WHEREAS, adequate streets and highways exist to carry the type and quantity of traffic anticipated to accommodate access for maintenance and/or service vehicles; and

WHEREAS, the proposed use will not constitute a nuisance or be detrimental to the public welfare of the community, the use would be consistent with existing and permitted uses in the area and all conditions and requirements deemed necessary and in the public interest have been or will be met as they have been imposed on the application approval to reduce the impact of the use and/or future use on adjacent properties and vicinity; and

WHEREAS, pursuant to the California Environmental Quality Act (“CEQA”), the proposed Conditional Use Permit is exempt from CEQA review per CEQA regulation (Class 32 In-Fill Development Projects) §15332 which applies to projects characterized as in-fill development; and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, hereby:

Section 1. Finds that the proposed project meets all minimum physical standards for a wireless facility, as provided for in the City’s Zoning Code.

Section 2. Finds that the proposed 65-foot tall telecommunication cellular tower is the minimum height necessary to meet the technical requirements of the facility.

Section 3. Approves the Conditional Use Permit (CUP) allowing the applicant, AT&T, to construct and operate a 65-foot tall telecommunications cellular tower and the installation of related ground equipment on an approximate 1,200 square foot lease space at parcel number 063-050-015 north of 341 Industrial Way in the Industrial with Light Industrial Flex Overlay Zone District. The project Conditions of Approval are attached hereto as Exhibit A and incorporated by this reference. The approved site plan is attached hereto as Exhibit B and incorporated by this reference.

PASSED AND ADOPTED by the Planning Commission of the City of Woodland at a regular Planning Commission meeting held on the 21st day of April 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Marco C. Lizarraga, Chairperson

ATTEST:

Cindy Norris, Planning Commission Secretary

Exhibit A – Conditions of Approval

Exhibit B – Site Plan

EXHIBIT A
CONDITIONS OF APPROVAL
April 21, 2022

PLANNING

1. The approved project as described in the staff report and exhibits for the April 21, 2022 Planning Commission meeting to allow construction and operation of a 65-foot tall monopine stealthed telecommunications cellular tower and the installation of related ground equipment on an approximate 1,200 square foot lease space at APN 063-050-015 located north of 341 Industrial Way in the Industrial with Light Industrial Flex Overlay (I/LIO) Zone District. The project shall be constructed in substantial conformance with the attached site plan (Exhibit B).
2. The applicant shall defend (by counsel reasonably satisfactory to the City Attorney), indemnify, and hold harmless the City of Woodland, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul an approval of the subject application by the City, its legislative body, advisory agencies, or administrative officers. The City will promptly notify the applicant of any such claim, action, or proceeding against the City, and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for defense of the matter by the City Attorney.
3. Secure approval and satisfy requirements of all agencies that have jurisdiction over the project.
4. Final Plan Set: Prior to the issuance of building permits, the applicant shall include a complete Final Plan Set, with all conditions of approval incorporated or clearly listed on the plans. The conditions shall be printed on a full-size plan sheet(s). All plans, including site, grading, civil, mechanical, landscaping, and tower design, shall be coordinated for consistency prior to issuance of permits.
5. Detailed Landscape and Irrigation plans shall be submitted and approved by the Community Development Department, prior to issuance of building permits. Landscape plans shall specify the following:
 - a. The addition of landscaping for screening and appropriate irrigation on the west side of the project site, adjacent to Industrial Way.
 - b. The addition of a 6-foot solid composite wall around lease area.
 - c. Locations, size, and quantity of all plant materials.
 - d. A plant legend specifying species type (botanical and common names), container size, maximum growth habit, and quantity of all plant materials.

- e. Location of all pavements, fencing, buildings, accessory structures, parking lot light poles, property lines, and other pertinent site plan features.
 - f. Planting and installation details; and notes including soil amendments.
 - g. Details of all irrigation (drip, sprinkler, and bubbler) as well as equipment such as backflow controller and water meter devices identified.
6. Landscape plans shall comply with the State and the City's Water Efficient Landscape Ordinance. The landscape architect shall document and attest to the compliance with the State Ordinance on the final landscape plans.
 7. All trees shall be planted and staked with Reddy stakes in accordance with city standards.
 8. A minimum of 15-gallon size (or larger) trees are required.
 9. Complete final site plan and cell tower stealthing design shall be submitted for review and approval prior to issuance of building permits.
 10. All ground mounted equipment shall be raised the required amount according to the flood certification. Along with the equipment, all required screening materials shall be of sufficient height to adequately screen all ground mounted equipment to the satisfaction of the Community Development Director.
 11. The monopole and monopine stealthing shall be kept in a clean and properly maintained manner. Should the elements deteriorate any portion of the tower, new items of similar likeness shall be installed, replacing the deteriorated items.
 12. The applicant shall provide the City with a written commitment that it will allow other service providers to co-locate antennas on towers where technically and economically feasible. Support structures and site area for telecommunication facilities shall be designed and of adequate size to allow at least one additional service provider to co-locate on the structure, including sufficient area available for ground mounted equipment.
 13. The conditional use permit must be exercised within one year of issuance, or it shall be null and void without further action; except that the Community Development Director may extend the approval of a use permit for one (1) additional year, with the same conditions of approval, if circumstances have not changed. The request in writing must be received prior to the expiration of the use permit.
 14. The conditional use permit shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
 15. At the time of submittal for building permit, Site Plan Review shall be performed by the Planning Division to ensure substantial compliance with the approved set of plans, pursuant to the requirements of section 17.104.180 of the Zoning Ordinance.

16. At the discretion of the Community Development Director, any replacement and/or upgrade of the antennae and associated equipment shall be consistent with section 17.104.180 of the Zoning Ordinance.
17. Except where specifically exempted under federal or state law including work subject to PL 112-96, § 6409, future co-location requests shall be subject to review by the Community Development Director, or designee, including Design and Site Plan Review, consistent with Section 17.104.180 of the Zoning Ordinance.
18. Any replacement and/or upgrade of the antennae and associated equipment shall be consistent with section 17.104.180 of the Zoning Ordinance.
19. No Signs, other than warning, FAA structure identification, and safety signage, shall be located on the tower or ancillary facility.
20. Forty-five (45) days from the initiation of service, the applicant shall provide the City certification by an RF engineer, stating the RFR measurements meet the FCC Radiofrequency (RF) Radiation Standards.
21. Applicant shall pay a public art in-lieu fee as described in the City Zoning Ordinance prior to issuance of a building permit. This contribution will be used towards any public art project (public or private) within the City of Woodland at the City's discretion.
22. If the operation of this use does not comply with the Conditions of Approval or the General Plan or Zoning Ordinance, this conditional use permit may be subject to all applicable proceedings by the City to ensure compliance with the Conditions of Approval and all applicable laws.
23. Upon request, applicant shall provide a written report detailing compliance with Conditional Use Permit to the Community Development Department.
24. Applicant shall provide the Community Development Department with a check for the sum of \$50 made out to Yolo County. This money is used to record the environmental document with Yolo County.
25. Applicant shall enter into a Landscape Maintenance Agreement with the City and the agreement shall be recorded prior to issuance of a building permit to assure continuing maintenance.
26. Applicant shall enter into a Cell Tower Maintenance Agreement with the City and the agreement shall be recorded prior to issuance of a building permit to assure continuing maintenance.

BUILDING

The following comments are from the City of Woodland Building Division and are applicable to the referenced project:

27. This project must meet all criteria and mandates for these City adopted codes or the most current code:
 - A. 2019 California Building Code
 - B. 2019 California Plumbing Code
 - C. 2019 California Mechanical Code
 - D. 2019 California Electrical Code
 - E. 2019 Building Energy Efficiency Standards
 - F. 2019 California Green Building Code
 - G. The Code of the City of Woodland
28. Other City and County Agencies (Health, Fire, Public Works, and Planning) may be required to approve the project prior to a building permit being issued.
 - a. Recycle plan is required at time of permit issuance along with a \$1000 deposit.
 - b. Prior to **any** demolition work being performed, clearance from Yolo Solano Air Quality Management District is required.
29. Any deferred submittals that are not a part of the initial permit application must be listed on the cover sheet of the plan at the time of application for the project.
30. All plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state of California.
31. A licensed architect or licensed engineer shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building.

DEVELOPMENT ENGINEERING

Development Services has reviewed the project and has the following comments:

Fees:

32. Any new buildings or additional building square footage shall pay applicable Development Impact Fees or connection fees in effect at the time of building permit issuance shall in accordance with the fee schedule.
33. The conditions of approval set forth herein include certain fees, dedication requirements, reservation requirements and/or other exactions. Pursuant to Government Code, Section 66020(d), these conditions constitute written notice of the amount of such fees, and a description of the dedications, reservations and other exactions.

The applicant is hereby notified that the 90-day protest period, commencing from the date of project approval, has begun. If the applicant fails to file a timely protest regarding any of the fees, dedication requirements, reservation requirements and/or other exactions contained in this notice, complying with all the requirements of Government Code, Section 66020, the applicant will be legally barred from later challenging such fees, dedications requirements, reservation requirements and/or other such exactions. Notwithstanding the foregoing, the City does not waive any rights it may have to enforce any settlement agreement, memorandum of understanding, or other agreement with the applicant which authorizes the City to impose certain fees, and which may waive the applicant's right to challenge the imposition of some or all of the fees, dedication requirements, reservation requirements, and/or other exactions set forth in these conditions of approval.

General:

34. The OWNER shall obtain an encroachment permit for any work within the public right-of-way, including connection/update to City water, sewer and storm systems.
35. The applicant shall update all utility connections to current City Standards. This may include but is not limited to installation of new meter boxes, backflow prevention, cleanouts and/or laterals in a location approved by the City.
36. Backflow protection devices are required on the commercial and landscape irrigation water services for the project. A backflow device shall be installed under an encroachment permit if current water services do not already have a backflow device. Backflow devices shall be tested by a City-approved tester and results provided to the Public Works Department prior to occupancy.
37. Project shall comply with the Construction, demolition and debris Recycling ordinance.

Storm Water Quality:

38. If project creates or replaces more than 2,500 square feet, OWNER shall meet site requirements for the City's Post Construction Standards Manual on the web.

Prior to Building Permit Owner shall submit post construction work sheet in accordance with Appendix 8 of the City's Post Construction Standards Manual; to demonstrate how the project is meeting low impact development standards, Hydromodification standards, and Storm Water Quality Standards. These calculations will be necessary to determine the final sizing of the proposed bioretention planters.

The Post Construction Standards Plan is available on the City's website.

<http://www.cityofwoodland.org/gov/depts/cd/divisions/engineering/development/h2oquality.asp>

Owner shall enter into a Stormwater Treatment Measure Access and Maintenance Agreement prior to Certificate of Occupancy.

39. Construction of projects disturbing more than one acre of soil shall require a National Pollution Discharge Elimination System (NPDES) construction permit and prepare a Storm

Water Pollution Prevention Plan. Applications/projects disturbing less than one acre of soil shall implement BMP's to prevent and minimize erosion. The improvement plans for construction of less than 1 acre shall include an Erosion and Sediment Control Plan to be approved by the City.

EXHIBIT B
SITE PLAN
April 21, 2022



PROJECT INFORMATION SUMMARY SHEET

Conditional Use Permit (CUP), AT&T Mobility Cell Tower – Conditional Use Permit (PLNG-21-00088):

Project applicant, AT&T Mobility, has submitted Planning Application PLNG-21-00088 for a new 65 ft monopine stealthed monopole tower to be located on a leased portion of a site at parcel number 063-050-015 located north of 341 Industrial Way. The property is located within City Industrial with Light Industrial Flex Overlay Zone District (I/LIO) and is designated for lighter Industrial land uses under the City 2035 General Plan.

Location: 341 Industrial Way

Applicant/Owner: AT&T Mobility / A&G Infrastructure, Inc.

Environmental Report: Categorical Exemption.

APN: 063-050-015

Project Planner: Anna Canales, Assistant Planner

Staff Recommendation: Conditional Approval

Report For: Planning Commission Public Hearing – April 21, 2022

General Plan Designation: Industrial

Existing Land Uses & Zoning:

<u>DIRECTION</u>	<u>LAND USE</u>	<u>GENERAL PLAN</u>	<u>ZONING</u>
North	American Truck and Fire Apparatus	Industrial	Industrial / Light Industrial Flex Overlay
South	A & G Infrastructure, Inc.	Industrial	Industrial / Light Industrial Flex Overlay
East	State Route 113	Industrial	Industrial / Light Industrial Flex Overlay
West	Yolo County Transportation District	Industrial	

Flood Zone: Zone “X” – Area of Minimal Flood Hazard; Flood Map Number 06113C0445H, effective on May 16, 2012

Street Access: Industrial Way

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Staff Recommendation: Conditional Approval

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Flood Zone: Zone “X” – Area of Minimal Flood Hazard; Flood Map Number 06113C0445H, effective on May 16, 2012

Street Access: Industrial Way



Community Development Department

300 First St, Woodland CA 95695
Phone (530) 661-5820 Fax (530) 406-0832
www.cityofwoodland.org

General Application Form

1. OWNER/APPLICANT

Property Owner: A & G Infrastructure, Inc

Mailing Address: 1116 Megan Rd, Livermore, CA 94550

City State Zip Code:

Phone Number: Andy Amador 707-326-9027

E-mail Address: andyapaamador@yahoo.com

Project Applicant: AT&T Mobility C/O Carl Jones (AT&T Agent)

Mailing Address: 605 Coolidge Dr, suite 100, Folsom CA 95630

City State Zip Code:

Phone Number: 916 798 2275

E-mail Address: Carl.jones@epicwireless.net

2. PROJECT DESCRIPTION

Project Name: AT&T Site ref# CVL02033/Industrial Way

Total Acres or Square Feet:

General Plan Land Use Designation: Light Industrial

Existing Zoning: M2

Site Address or Location: 341 Industrial Way, Woodland, CA 95776

Assessor's Parcel Number(s): 063-050-016-000

Is Project in Flood Zone? ☐ Yes ☒ No

Requested Entitlement/Permit Type:

PROJECT NARRATIVE/JUSTIFICATION STATEMENT: On a separate sheet, please provide a written description of the project being proposed for development including justification. It must include a description of the project and detailed scope of work including how the project will address potential negative effects on the community. A Design Concept Narrative is also required for Site Plan and Design Review entitlement requests.

3. AUTHORITY TO FILE APPLICATION

Check one: ☐ Property Owner ☐ Power of Attorney* ☐ Contract to Purchase* ☒ Other*

*Attach Evidence of Authority

ACKNOWLEDGEMENT: I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List, developed pursuant to AB 3750, and found that my project is not on the list.

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT

Carl Jones (AT&T Agent) 10/18/2021

Carl Jones

10/18/2021

Applicant

Date

Applicant

Date

Legal Owner

Date

Legal Owner

Date

SIGN HERE

DEPARTMENT USE ONLY

Entitlement Type

- | | | |
|--|---|---|
| ☐ Zoning Administrator Permit (ZAP) | ☐ Zoning Amendment | ☐ Sign Plan |
| ☐ Conditional Use Permit (CUP) | ☐ Zone Interpretation | ☐ Tentative Parcel Map |
| ☐ CUP/PUD/ZAP Modification | ☐ Design Review | ☐ Tentative Subdivision Map |
| ☐ Annexation Application | ☐ Site Plan Review | ☐ Amendment to Tentative Map |
| ☐ Lot Line Adjustment | ☐ General Plan Petition | ☐ Variance |
| ☐ Lot Merger | ☐ General Plan Amendment | ☐ Other: _____ |

Is this request related to another development? _____

☐ Yes ☐ No

Explain: _____

Intake

Amount Paid: _____

Amount Owed: _____

Logged by: _____ Date: _____

Planner: _____ Date: _____

Project No: _____



Existing



Proposed



view from Industrial Way looking east at site

Existing



Proposed



view from E. Main Street looking northwest at site



CVL02033 Industrial Way
341 Industrial Way, Woodland, CA
Photosims Produced on 4-1-2022

Existing



Proposed



view from Highway 113 looking southwest at site



AT&T Wireless

CVL02033 Industrial Way
341 Industrial Way, Woodland, CA
Photosims Produced on 4-1-2022

Existing



Proposed



view from Industrial Way looking northeast at site



CVL02033 Industrial Way
341 Industrial Way, Woodland, CA
Photosims Produced on 4-1-2022

Existing



Proposed



view from Deaner Avenue looking south at site



Existing



Proposed



view from Industrial Way looking east at site

Existing



Proposed



view from E. Main Street looking northwest at site

Existing



Proposed



view from Highway 113 looking southwest at site

Existing



Proposed



view from Industrial Way looking northeast at site



CVL02033 Industrial Way
341 Industrial Way, Woodland, CA
Photosims Produced on 4-1-2022

Existing

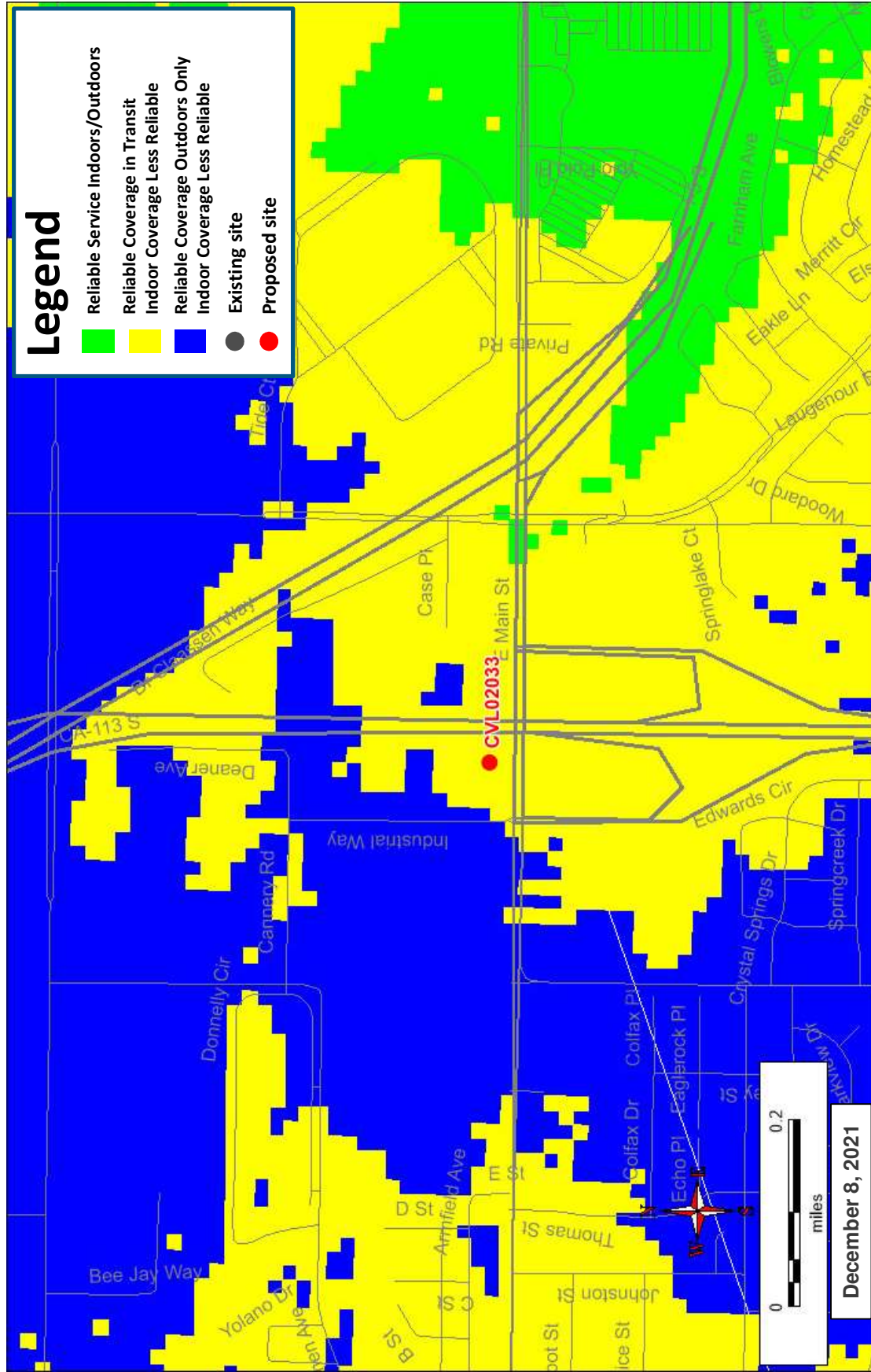


Proposed

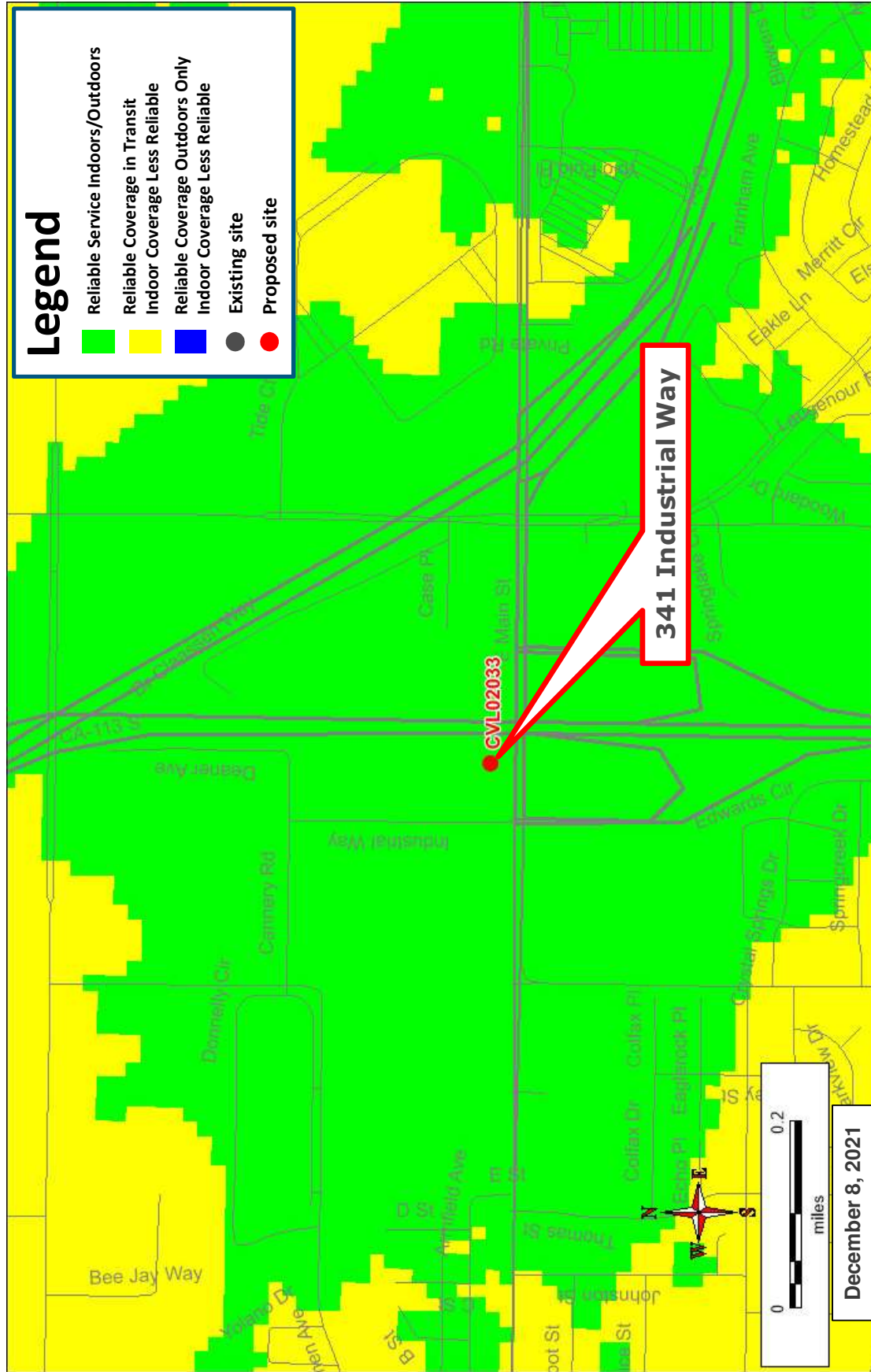


view from Deaner Avenue looking south at site

Existing LTE 700 Coverage



Proposed LTE 700 Coverage (RC = 80')





Radio Frequency Emissions Compliance Report For AT&T Mobility

Site Name:	Industrial Way	Site Structure Type:	Monopole
Address:	341 Industrial Way	Latitude:	38.677711
	Woodland, CA 95776	Longitude:	-121.751723
Report Date:	December 7, 2021	Project:	New Build

Compliance Statement

Based on information provided by AT&T Mobility and predictive modeling, the Industrial Way installation proposed by AT&T Mobility will be compliant with Radiofrequency Radiation Exposure Limits of 47 C.F.R. §§ 1.1307(b)(3) and 1.1310. RF alerting signage at the base of the Monopole and restricting access to authorized climbers that have completed RF safety training is required for Occupational environment compliance. The proposed operation will not expose members of the General Public to hazardous levels of RF energy and will not contribute to existing cumulative MPE levels on walkable surfaces at ground or in adjacent buildings by 5% of the General Population limits.

Certification

I, David H. Kiser, am the reviewer and approver of this report and am fully aware of and familiar with the Rules and Regulations of both the Federal Communications Commissions (FCC) and the Occupational Safety and Health Administration (OSHA) with regard to Human Exposure to Radio Frequency Radiation, specifically in accordance with FCC's OET Bulletin 65. I have reviewed this Radio Frequency Exposure Assessment report and believe it to be both true and accurate to the best of my knowledge.



David H. Kiser, P.E.
Registered Professional Engineer (Electrical)
State of California, 21542, Expires 6/30/2022
Date: 2021-December-7

General Summary

The compliance framework is derived from the Federal Communications Commission (FCC) Rules and Regulations for preventing human exposure in excess of the applicable Maximum Permissible Exposure ("MPE") limits. At any location at this site, the power density resulting from each transmitter may be expressed as a percentage of the frequency-specific limits and added to determine if 100% of the exposure limit has been exceeded. The FCC Rules define two tiers of permissible exposure differentiated by the situation in which the exposure takes place and/or the status of the individuals who are subject to exposure. General Population / Uncontrolled exposure limits apply to those situations in which persons may not be aware of the presence of electromagnetic energy, where exposure is not employment-related, or where persons cannot exercise control over their exposure. Occupational / Controlled exposure limits apply to situations in which persons are exposed as a consequence of their employment, have been made fully aware of the potential for exposure, and can exercise control over their exposure. Based on the criteria for these classifications, the FCC General Population limit is considered to be a level that is safe for continuous exposure time. The FCC General Population limit is 5 times more restrictive than the Occupational limits.

In situations where the predicted MPE exceeds the General Population threshold in an accessible area as a result of emissions from multiple transmitters, FCC licensees that contribute greater than 5% of the aggregate MPE share responsibility for mitigation.

Table 1: FCC Limits

Frequency (MHz)	<i>Limits for General Population/ Uncontrolled Exposure</i>		<i>Limits for Occupational/ Controlled Exposure</i>	
	Power Density (mW/cm ²)	Averaging Time (minutes)	Power Density (mW/cm ²)	Averaging Time (minutes)
30-300	0.2	30	1	6
300-1500	f/1500	30	f/300	6
1500-100,000	1.0	30	5.0	6

f=Frequency (MHz)

Based on the computational guidelines set forth in FCC OET Bulletin 65, Waterford Consultants, LLC has developed software to predict the overall Maximum Permissible Exposure possible at any location given the spatial orientation and operating parameters of multiple RF sources. The power density in the Far Field of an RF source is specified by OET-65 Equation 5 as follows:

$$S = \frac{EIRP}{4 \cdot \pi \cdot R^2} \text{ (mW/cm}^2\text{)}$$

where EIRP is the Effective Radiated Power relative to an isotropic antenna and R is the distance between the antenna and point of study. Additionally, consideration is given to the manufacturers' horizontal and vertical antenna patterns as well as radiation reflection. At any location, the predicted power density in the Far Field is the spatial average of points within a 0 to 6-foot vertical profile that a person would occupy. Near field power density is based on OET-65 Equation 20 stated as

$$S = \left(\frac{180}{\theta_{BW}} \right) \cdot \frac{100 \cdot P_{in}}{\pi \cdot R \cdot h} \text{ (mW/cm}^2\text{)}$$

where P_{in} is the power input to the antenna, θ_{BW} is the horizontal pattern beamwidth and h is the aperture length.

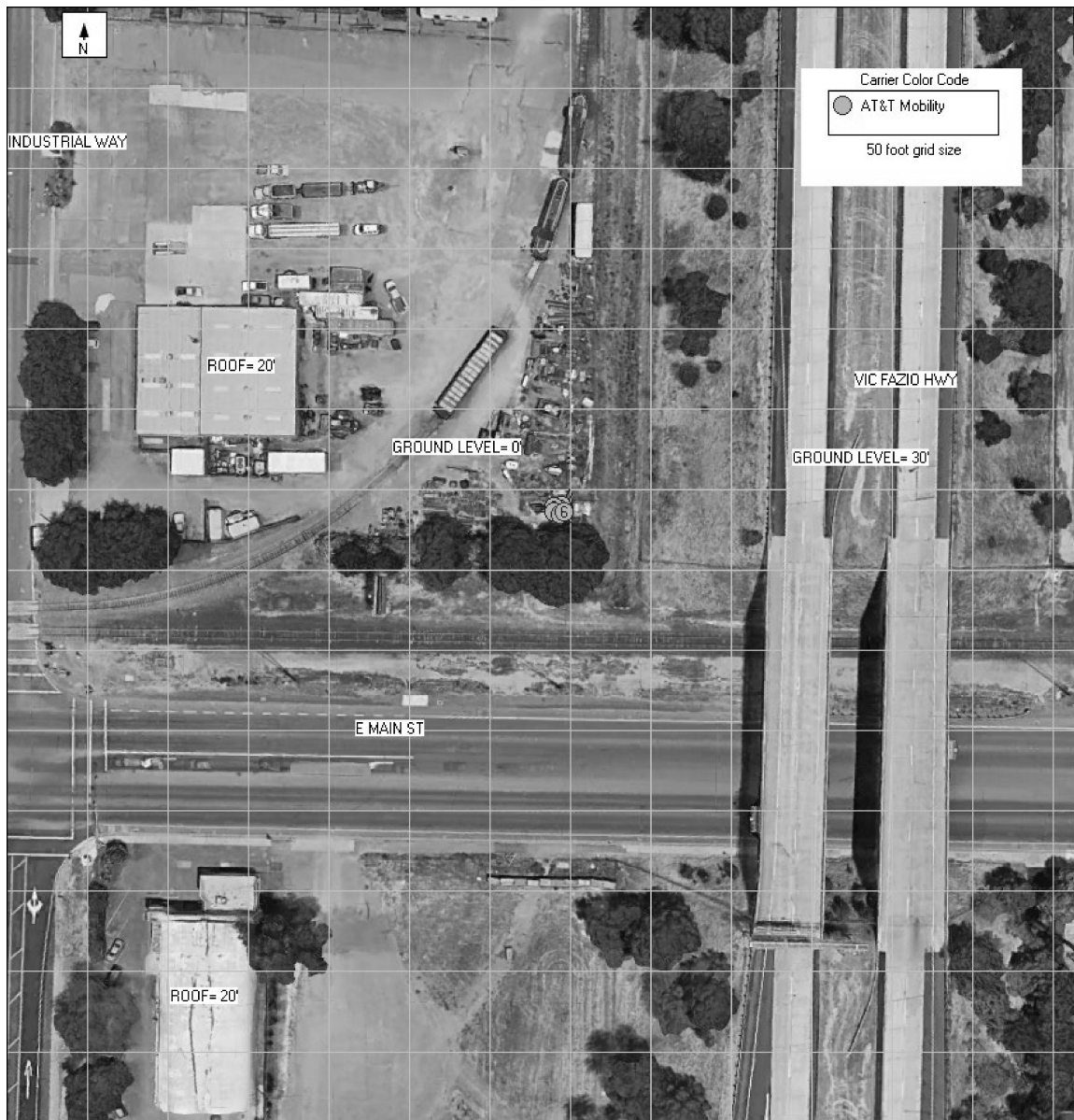
Some antennas employ beamforming technology where RF energy allocated to each customer device is dynamically directed toward their location. This analysis includes a statistical factor reducing the actual power of the antenna system to 32% of maximum theoretical power to account for spatial distribution of users, network utilization, time division duplexing, and scheduling time. AT&T recommends the use of this factor based on a combination of guidance from its antenna system manufacturers, supporting international industry standards, industry publications, and its extensive experience.

Analysis

AT&T Mobility proposes the following installation at this location:

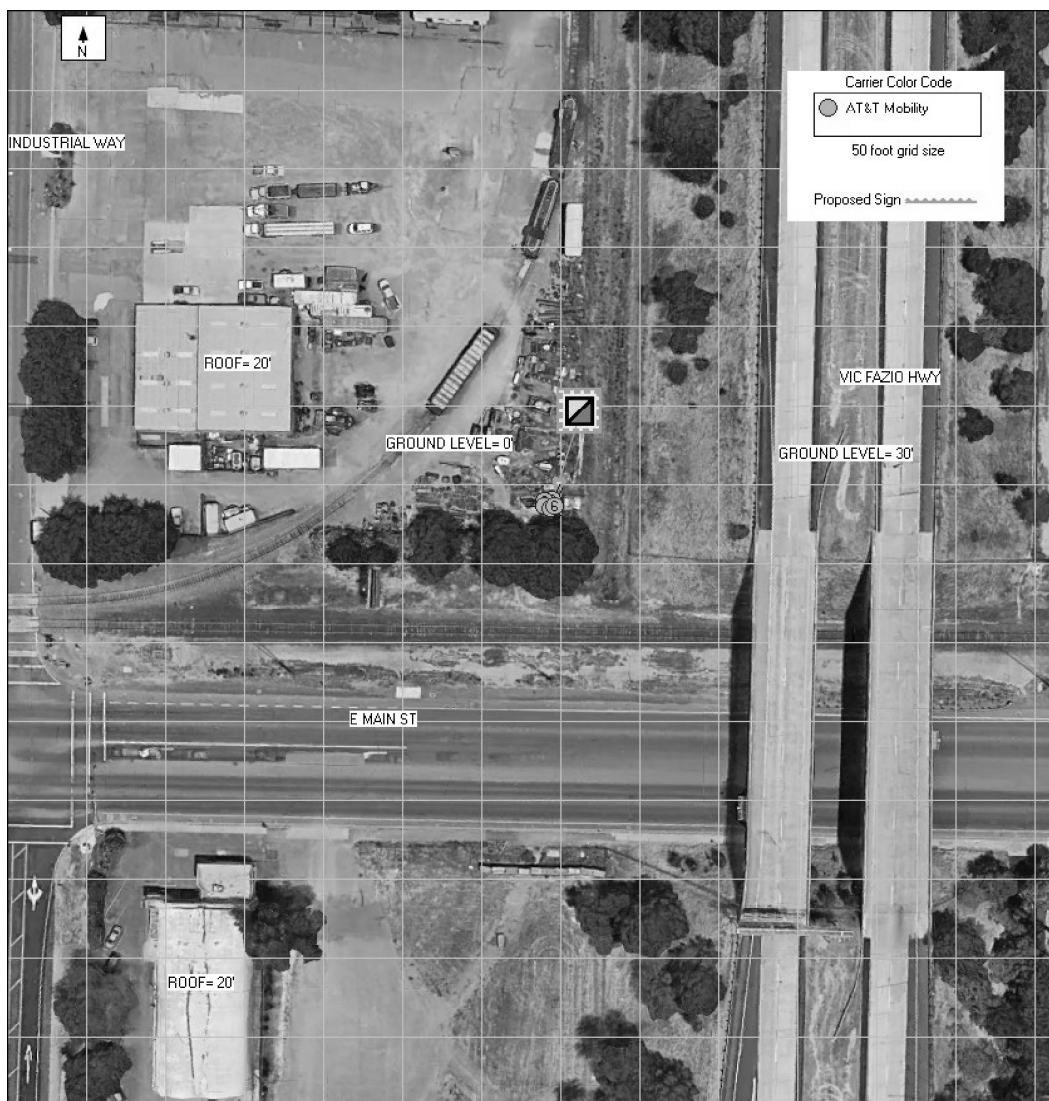
- Install (6) Proposed AT&T 6'-0" Panel Antennas on Proposed Monopole.
- Install (12) Proposed AT&T RRUS @ Antenna Level.

The antennas will be mounted on an 85' Monopole with centerlines 80' above ground level. Proposed antenna operating parameters are listed in Appendix A. Other appurtenances such as GPS antennas, RRUs and hybrid cable below the antennas are not sources of RF emissions. No other antennas are known to be operating in the vicinity of this site.



Power density decreases significantly with distance from any antenna. The panel-type antennas to be employed at this site are highly directional by design and the orientation in azimuth and mounting elevation, as documented, serves to reduce the potential to exceed MPE limits at any location other than directly in front of the antennas. For accessible areas at ground level, the maximum predicted power density level resulting from all AT&T Mobility operations is 1.7733% of the FCC General Population limits. Incident at adjacent buildings depicted in Figure 1, the maximum predicted power density level resulting from all AT&T Mobility operations is 0.8309% of the FCC General Population limits. The proposed operation will not expose members of the General Public to hazardous levels of RF energy and will not contribute to existing cumulative MPE levels on walkable surfaces at ground or in adjacent buildings by 5% of the General Population limits.

Waterford Consultants, LLC recommends posting RF alerting signage with contact information (Caution 2B) at the base of the Monopole to inform authorized climbers of potential conditions near the antennas. These recommendations are depicted in Figure 2.



Caution 2B sign required on the base of the monopole at the access location.

Appendix A: Operating Parameters Considered in this Analysis

Antenna #:	Carrier:	Manufacturer	Pattern:	Band (MHz):	Mech Az (deg):	Mech DT (deg):	H BW (deg):	Length (ft):	TPO (W):	Channels:	Loss (dB):	Gain (dBd):	ERP (W):	EIRP (W):	Rad Center (ft):
1	AT&T	QUINTEL	QD8612-3D V1 02DT	700	30	0	70	8	40	4	0	12.7109			
1	AT&T	QUINTEL	QD8612-3D V1 02DT	850	30	0	61	8	40	4	0	13.2158	3355	5504	80
1	AT&T	QUINTEL	QD8612-3D V1 00DT	1900	30	0	60	8	40	4	0	15.2431	5351	8779	8
1	AT&T	QUINTEL	QD8612-3D V1 00DT	2100	30	0	62	8	40	4	0	15.3879	5532	9076	80
2	AT&T	QUINTEL	QD8612-2 V1 02DT	700	30	0	69	8	40	4	0	13.0532	3232	5	
2	AT&T	QUINTEL	QD8612-2 V1 00DT	1900	30	0	60	8	40	4	0	15.301			
3	AT&T	QUINTEL	QD8612-3D V1 02DT	700	270	0	70	8	40	4	0	12.7109	2987	4900	80
3	AT&T	QUINTEL	QD8612-3D V1 02DT	850	270	0	61	8	40	4	0	13.215			
3	AT&T	QUINTEL	QD8612-3D V1 00DT	1900	270	0	60	8	40	4	0	15.2431	5351	8779	80
3	AT&T	QUINTEL	QD8612-3D V1 00DT	2100	270	0	62	8	40	4	0	15.38			
4	AT&T	QUINTEL	QD8612-2 V1 02DT	700	270	0	69	8	40	4	0	13.053			
4	AT&T	QUINTEL	QD8612-2 V1 00DT	1900	270	0	60	8	40	4	0	15.30			
5	AT&T	QUINTEL	QD8612-3D V1 02DT	700	150	0	70	8	40	4	0	12.7109	2987		
5	AT&T	QUINTEL	QD8612-3D V1 02DT	850	150	0	61	8	40	4	0	13.2158	3355	5504	80
5	AT&T	QUINTEL	QD8612-3D V1 00DT	1900	150	0	60	8	40	4	0	15.2431	5351	8779	80
5	AT&T	QUINTEL	QD8612-3D V1 00DT	2100	150	0	62	8	40	4	0	15.38			
6	AT&T	QUINTEL	QD8612-2 V1 02DT	700	150	0	69	8	40	4	0	13.0532	3232	5302	8
6	AT&T	QUINTEL	QD8612-2 V1 00DT	1900	150	0	60	8	40	4	0	15.3015	5423	8898	

Notes: Table depicts recommended operating parameters for AT&T Mobility proposed operations.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: April 21, 2022
ITEM #: I.2
SUBJECT: Comprehensive Zoning Code Update

Recommendation for Action: Receive a staff report concerning the Comprehensive Zoning Code Update

Staff Contact:

Cindy Norris, Principal Planner (530) 661-5911, cindy.norris@cityofwoodland.org

Report in Brief:

The purpose of this report will be to provide an update concerning the Comprehensive Zoning Code process. The goal of the Comprehensive Zoning Code update will be to facilitate new desired development through the provision of clear and understandable standards, guidelines, and procedures. An updated development review process will assist staff and decision makers to allow qualified development with expedited review, thereby helping to reduce the front-end design/development costs particularly for new housing projects.

The City has received grant funding for the Code update from the state office of Housing and Community Development with the intended purpose to accelerate housing production and streamline approval of housing development, and to prepare a code that utilizes best practices to facilitate livability, sustainability, increased density, and multi-modal access. A well-designed city that incorporates appropriate development standards into its regulations will directly elevate the quality of life and appearance of the community, attract investment, and increase communal pride.

Background:

Following the May 16, 2017 approval of the 2035 General Plan, the City Council approved the Interim Zoning Ordinance (IZO) on May 1, 2018. On April 7, 2020, the IZO was updated to add High Density residential objective standards.

The IZO specifically applies where there was direct inconsistency with the General Plan, primarily along corridors. The IZO does not apply where there is general consistency between the General Plan and the Zoning Code, typically the residential districts. Application of the IZO over the last four years has allowed the City to test new standards and guidelines, including a staff level minor conditional use review, called a Zoning Administrator permit. The ZAP has allowed streamlining of projects that are consistent with the General Plan and Zoning. The IZO allows multi-family residential as a permitted use in corridor districts. If consistent with the objective standards, project review is a non-discretionary staff level review. Such projects are required to comply with all codes and standards.

Over the last four years, the state has approved a number of new laws that require communities to streamline and facilitate housing. In 2019 alone, eight bills were passed. The most recent bill, SB 8 (2021), requires that objective standards be provided for all residential projects.

In addition, as part of the Housing Element process, the City must demonstrate the ability to provide an adequate number of (vacant) sites with appropriate zoning to meet the state's required housing Regional Housing Needs allocation (RHNA) in which housing is permitted, without a requirement for a conditional use permit. Woodland is able to meet the adequate sites requirement. However, in order to provide greater flexibility and options, rezoning some commercial properties to allow housing as a permitted use will be

considered to increase housing opportunities.

On August 20, 2019, the firm of Lisa Wise Consulting (LWC) was selected to prepare the Code update. On March 1, 2022, the Council approved a third amendment to the contract with LWC to extend the contract period and amend the scope of work. (Attachment A)

Funding for the Comprehensive Code update has been provided by three grant sources; Building Homes and Jobs Act (SB 2; 2017), Local Early Action Planning Grants Program (LEAP; 2019), and the Regional Early Action Planning Grants Program (REAP - 2019) funds. All funds have been provided through the State Department of Housing and Community Development (HCD) with the expressed goal of assisting local governments in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance in implementing the 6th Cycle Housing Element (2021-2029) Regional Housing Needs Allocation (RHNA).

With the 6th Cycle Housing Element, the City must show adequate land capacity for at least 3,087 residential units, of which 1,002 are available to lower income households (331 available to extremely low-income households, 332 available to very low-income households, and 339 available to low-income households). The state has identified a default density of 30 dwelling units per acre. On land where housing is a permitted use and zoned at 30 units to the acre or higher, the state assumes that the future project will be affordable to lower-income households.

Discussion:

Upon initiation of the contract with LWC, staff held a kick-off meeting and tour with the consultant team. LWC has conducted a detailed technical and site analysis of Woodland. Further, over a period of two days, the team conducted interviews with 31 individuals identified as stakeholders who conduct business and/or development in Woodland in order to gain insight regarding concerns or constraints they may have experienced with zoning. On December 17, 2019, the City held a joint City Council and Planning Commission workshop. Based on this review and discussion, LWC prepared an administrative draft document, which included preliminary concept ideas regarding potential zone districts and standards. The staff is currently evaluating the administration draft. Review and testing of the proposed draft standards has provided the opportunity to evaluate concept ideas.

Due to work required on the 6th Cycle Housing Element and projects with greater immediacy, review of the administration draft was somewhat delayed. Staff have been working through key draft sections and provided comments and edits. Staff and LWC have reconvened working meetings, which will occur through early May, in preparation of a screen check document.

Review:

General Plan Policy 2.F.2 regarding zoning states that the City will, “Prepare a Comprehensive Zoning Code update that includes performance and/or form-based zoning regulations as appropriate. The updated Zoning Code will provide a clear and consistent set of procedures, actions, and administrative guidance to implement the Vision, Guiding Principles, goals, and policies of this General Plan while ensuring the sensitive treatment of existing non-conforming uses.”

Key objectives for the Comprehensive Code update:

1. Implement the 2035 General Plan and the 2021-2029 Housing Element.
2. Build upon the Interim Zoning Ordinance (IZO), which served as a test for a hybrid form-based approach. Utilize lessons learned to strengthen, clarify, and expand the comprehensive code.
3. Ensure that the code is clear, concise, intuitive, and easy to use. It should be a document that an individual will be able to use and understand without coaching or training.
4. Utilize graphic examples whenever possible. This is critical to help illustrate situations and remove ambiguity.

5. Utilize generalized tables to present information whenever possible.
6. Provide clear decision protocols and a streamlined review process.
7. Address citywide and special case situations that occur repeatedly.
8. Provide clear standards and requirements, but incorporate flexibility in order to adapt to new or unusual circumstances.
9. Allow increased intensity of development and compact form while retaining the character and scale of the community's neighborhoods.
10. Facilitate increased housing opportunities and variety and streamline the review and approval process. Encourage Multi-family, Missing Middle, and Lifestyle Housing
11. Provide residential "objective standards" for all districts.
12. Evaluate parking standards and reduce overly burdensome requirements.
13. Update the commercial development standards.
14. Accommodate the food and agricultural industry, including any sensitivity issues such as odors, dust, and pollution.
15. Provide industrial performance standards and appropriate design standards.
16. Add to the economic vitality of Woodland and allow appropriate adaptive reuse and reinvestment of properties.
17. Encourage mixed-use nodes, districts and corridors. Allow the integration of commercial uses within residential districts.
18. Update non-conforming use standards and address previously created non-conforming conditions and bring them into compliance to the extent appropriate and feasible.
19. Address sustainability concerns including the heat island effect. Facilitate appropriate and increased tree planting and preservation.
20. Respect the City fabric and groundwork that has occurred over time while reflecting current best practices in evaluation of uses, practices, and development patterns.
21. Incorporate historic and downtown design requirements. Incorporate the Downtown Specific Plan into the future code.
22. Promote high quality design.
23. Ensure compliance with state and federal requirements.

Generally, prospective developers value three central qualities in any code: 1) certainty in the requirements and structure of the review process, 2) built-in flexibility to adjust development standards to the needs of individual projects, and 3) opportunities to request relief from requirements that constitute a substantial burden.

Areas of Consideration

There are areas where modifications or additions will be considered in the new code as summarized below.

Modification to Zone Districts

- Potential to add back in areas of Medium Low Density and Medium Density residential districts that were in the 2002 General Plan.
- Potential to consider greater use of the Corridor Mixed Use designation over Community Commercial sites along corridors.
- Potential to change from Community Commercial to Community Commercial Mixed Use and allow residential development, within limits (density to be determined).
- Incorporate the Downtown zoning as a chapter and evaluate the district areas.
- Evaluate the Industrial/Light Industrial Flex location, use, and design requirements.

Modification to Standards

- Provide clear and comprehensive objective development standards for all residential districts.
- Evaluate fencing, outdoor storage, landscaping, parking, lighting, and other standards that apply to all properties.
- Evaluate height, setbacks, coverage, and other development standards that apply to each district.

- Revise sign standards to comply with all legislative requirements. Regulations must be content neutral.

Modification to Procedures

- Provide an Administration section that clearly describes and outlines all permit and entitlement review requirements.
- Clarify public notice procedures as may be needed.
- Clarify roles and responsibilities for all recommending and approving bodies.
- Provide Rules of Measurement.
- Provide clear understandable procedures for exceptions from standards and when allowed.

Modification to the Document

- Provide a clear, intuitive, wayfinding to allow ease of navigation through the code.
- Incorporate tables and graphics to help illustrate requirements
- Use clear, understandable language.

Project Time Frame

A proposed timeline is provided on page 10 of the Scope of Work that will result in the Code adoption by November 2022. The schedule is quite aggressive and includes a series of four working meetings with City Staff to be followed by study sessions with the Planning Commission and Historic Preservation Commission. Once a screen check draft is developed, several topical study sessions will be scheduled prior to broader public review of a draft document. An open house format will follow. Final code drafting will occur prior to Planning Commission and City Council public hearings on the code.

Noticing and Information

Information and notices regarding meetings will be posted on the Comprehensive Zoning Code update web page: <https://www.cityofwoodland.org/1165/Comprehensive-Zoning-Upd>

Prepared by: Cindy Norris, Principal Planner

Attachments:

1. LWC Woodland Updated Scope of Work

City of Woodland Comprehensive Zoning Code Update January 2022 “Re-start” Scope, Budget, and Schedule Prepared by Lisa Wise Consulting, Inc. (LWC)

January 19, 2021

This January 2022 “Re-start” Scope of Work and Budget for the City of Woodland Comprehensive Zoning Code Update (“Project”) describes the work needed to resume the Project following the 2020 and 2021 pause in work. The tasks described in the Scope of Work take into account the work required to:

- Assist City staff in its review of the July 2020 Administrative Draft Zoning Code;
- Assess and account for changes to the City’s needs;
- Assess and account for changes to the Draft Code based on State legislation adopted in 2021 including, for example, SB330, SB8 and SB478;
- Implement the Housing Element;
- Conduct needed community outreach;
- Complete tasks remaining from the original Project scope; and
- Complete the Code and support City staff in the Code’s adoption.

The Scope of Work includes the name and description of each future task and associated meetings and deliverables. For tasks already completed, the task name is retained but the description of the work has been omitted. New tasks are noted with **New** preceding the task name and description. A detailed budget worksheet is attached. The total fee request for this contract amendment (Amendment #3) is \$105,320 without optional tasks, and \$130,830 including optional tasks.

SCOPE OF WORK

TASK 1: Project Initiation and Analysis

- A. **Project Initiation Meeting and City Tour.** *Complete.*
- B. **Technical Analysis, Site Analysis, and Evaluation.** *Complete.*
- C. **Zoning Code Update and Recommendations Memo.** *Complete.*
- D. **Annotated Outline.** *Completed.*

TASK 2: Public Outreach

- A. Website Materials.** Throughout the remainder of the project, the consulting team will work closely with the City staff to provide material for the project website, such as text, photographs, maps, diagrams, and other information on the project. The site may act as a record of the process, providing meeting dates, agendas, and meeting notes in a central, accessible location. Project memorandum and milestone documents may also be uploaded to the website to be accessed by interested community members.

The City will manage uploading material to the project page on the City website; however, LWC will work with the City on the design and features of the project web page, including interactive email list-serve sign-up, comment features, and new document availability.

- B. Stakeholder Interviews.** *Complete.*
- C. Joint Planning Commission and City Council Study Session.** *Complete.*
- D. Planning Commission Study Session.** LWC will participate in a study session to re-introduce the project to the Planning Commission, review progress to date, and hear direction on key issues going forward. The study session is anticipated to take place on-line using Zoom or a similar video conference platform. The agenda will include a presentation and question-and-answer discussion component. The input gathered will guide LWC in the preparation of the Screencheck Draft Zoning Code (Task 4C).
- E. *New* Historic Preservation Commission Study Session.** LWC will participate in a study session to re-introduce the project to the Historic Preservation Commission, review progress to date, and hear direction on key issues going forward. The study session is anticipated to take place on-line using Zoom or a similar video conference platform. The focus will be on processes and regulations relating to historic properties and neighborhoods. The agenda will include a presentation and question-and-answer discussion component. The input gathered will guide LWC in the preparation of the Screencheck Draft Zoning Code (Task 4C).
- F. Topical Area Study Sessions (4).** LWC will prepare materials for and participate in up to four study sessions with the community on specific topics in the Screencheck Draft as determined in discussion with City staff. At these sessions, LWC will describe the project and its objectives; discuss recommendations for the Code; and highlight specific issues related to the topic to be discussed. The sessions will focus on community values, Zoning Code changes, and the potential impacts of the recommendations. Key concepts will be illustrated to ensure that all participants will understand the topic under discussion. Input from the study sessions will inform the development of the Public Review Draft Zoning Code (Task 4D).

LWC will encourage participants to participate in the study sessions, ask questions, and discuss the material with LWC and City staff. City staff will be responsible for identifying and inviting community members with an interest in each topic area. Study sessions are anticipated to take place on-line over Zoom or a similar video conference platform.

- G. Open House.** Following the release of the Public Review Draft (See Task 4D), LWC will lead an on-line Open House to highlight how the General Plan informed the Code update, present the work completed, discuss key recommendations, and hear input and feedback from the community. Community members will be invited to attend, view the presentation, ask questions, and participate in discussions with LWC and City staff. The Open House is anticipated to take place on-line using Zoom or a similar video conference platform.

Task 2 Meetings

- PC Study Session
- HPC Study Session
- Topical Area Community Study Sessions (4)
- Open House

Task 2 Products

- Website Materials
- PC Study Session (PowerPoint and PDF)
- HPC Study Session (PowerPoint and PDF)
- Topical Area Study Session (PowerPoint and PDF)
- Open House (PowerPoint and PDF)

TASK 3: Administrative Draft Zoning Code

- A. Zones, Development Standards, and Allowed Uses.** *Complete.*
- B. Signs and Citywide Regulations.** *Complete.*
- C. Zoning Code Glossary, Administration and Permits, and Standards for Special Uses and Activities.** *The Administrative Drafts of the Administration and Permits and Standards for Special Uses and Activities are complete. The Administrative Draft of the Glossary of Key Terms and Rules of Measurement will be completed as part of the Screencheck Draft.*
- D. Building and Frontage Types.** *Complete.*
- E. Mapping Recommendations and Memo.** *Complete.*

TASK 4: Screencheck and Public Drafts Zoning Code

- A. **New Complete Correspondence Table for Team Reference.** LWC will prepare a Correspondence Table that compares the existing standards from the existing Zoning Code, the Interim Zoning ordinance, Specific plans, and the Community Design Standards, with the Administrative Draft Code. The purpose of the table is to track the existing standards that have been carried forward into the Administrative Draft and their location; the existing standards that have not been carried forward; and new standards that were introduced as part of the Administrative Draft Code. The table will be instrumental in informing the discussions and decisions during the Task 4B meetings.
- B. **New Working Meetings with City Staff.** LWC will prepare for and attend up to four 2-hour working meetings with City staff to discuss staff's review of the Administrative Draft and direction for the Screencheck Draft. These meetings are anticipated to take place on-line using Zoom or a similar video conference platform. The meetings are intended to clarify needed changes between the existing and updated Code based on the General Plan and staff and community desires and to understand the motivation behind the proposed changes. The meetings are also intended to help LWC understand the City's views and priorities on specific standards; work with staff in exploring ways to achieve the City's intent; and identify areas where changes may require edits to other areas of the Code.

For each meeting, LWC will coordinate with City staff to identify discussion topics, prepare an agenda for the meeting, and send a follow-up email with summary notes on key takeaways and changes. Anticipated meeting topics are:

- **Review and Approach.** Using the table described in Task 4A as a basis for the discussion, the team will determine a recommended approach for the organization and set of zones that will be the basis of the Screencheck and Public Review drafts. This will include a list of base and overlay zones and the anticipated locations for each.
 - **District Regulations.** This discussion will focus on key provisions for each base and overlay zone, including uses, development regulations, and supplemental standards.
 - **Citywide Standards.** Based on the comments on Division V received on January 7, 2022, the team will review the organization, discuss key provisions and identify changes and additions for the Screencheck Draft.
 - **Administration and Procedures.** Based on the comments on Division II received in January 2021, the team will review the organization, discuss key provisions, and identify changes and additions for the Screencheck Draft.
- C. **New Screencheck Draft Zoning Code.** Following the meetings with City staff described in Task 4B and the study sessions in Tasks 2D and 2E, LWC will prepare a complete Screencheck Draft for City staff and community review. The

Screencheck Draft will reflect all comments and feedback received from City staff, the PC and the HPC. The intent of the Screencheck PRD is to reflect the City's desired changes to the Administrative Draft and identify items that require further review or discussion prior to preparation and release of the Public Review Draft Zoning Code.

- D. Public Review Draft Zoning Code.** LWC will prepare a complete Public Review Draft Zoning Code based on a single set of consolidated, non-conflicting comments from City staff review of the Screencheck Draft, the community's discussions on key topics areas described in Task 2F, and check-in calls with City staff. LWC anticipates four 1-hour meetings with up to two LWC staff members during the preparation of the Public Review Draft. These meetings are anticipated to take place on-line using Zoom or a similar video conference platform.
- E. Zoning Map Recommendations.** *Complete.*
- F. Integration of the Code into a Web-Based User-Friendly Format.** LWC will work with City staff, Code Publishing, and other vendors as needed to ensure a seamless conversion of the final adopted Code into an interactive web-based code that is easily accessible, interactive, and searchable. LWC anticipates up to 24 hours of assistance for this task, including meetings. These meetings are anticipated to take place on-line using Zoom or a similar videoconference platform. If this budget is exhausted, additional funds will be required.

Task 4 Meetings

- Working Meetings with City staff to discuss Screencheck Draft (4)
- Phone calls with the City's information technology vendor as needed

Task 4 Products

- Complete Correspondence Table
- Screencheck Draft (Word and PDF)
- Public Review Draft (Word and PDF)
- Revisions to Zoning map Recommendations
- Public Hearing Draft (Word and PDF)

TASK 5: CEQA Documentation

- A. EIR Addendum.** Rincon will prepare an addendum to the 2035 General Plan EIR to account for potential changes caused by the updated Code to the General Plan's recommendations. The addendum will rely on simple modelling of proposed changes to the 2035 GP. The addendum will not include traffic analysis or site-specific studies.

Task 5 Products

- Draft Addendum
- Final Addendum

TASK 6: Review and Adoption; Final Zoning Code

- A. *New* GP Amendment Recommendations and Update to Zoning Map Recommendations Memo.** LWC will prepare a memo identifying sections of the City's General Plan that may need to be amended in order to comply with State law and be consistent with the Zoning Code Update.

As part of this memo, LWC will prepare updates to the Zoning Map recommendations memo, submitted for Task 4E. Updates to the Zoning Map. This includes changes to areas that are shown as low density on the 2035 General Plan Land Use map but analyzed at a medium density in the General Plan EIR, as well as changes to focus areas, corridors, the downtown, areas around specific nodes, and the addition of overlays as appropriate. The updated are anticipated to provide a comparable level of detail with those submitted for Task 4E, with the understating that City staff will be responsible for updating and preparing the actual Zoning Map.

LWC anticipates up to eight hours of assistance (a maximum of four 1-hour meetings with up to two LWC staff members). If this budget is exhausted, additional funds will be required. If the City prefers that LWC prepare the Zoning Map, this task is described in Optional Task 7B.

- B. Planning Commission Hearings.** LWC will assist City staff at up to two Planning Commission hearings to support adoption of the Zoning Code. These meetings are anticipated to take place on-line using Zoom or a similar video conference platform. LWC's role will include assistance in the preparation of materials/presentations for, and attendance at, the hearings. City staff will lead the presentation of the Zoning Code to the Planning Commission.
- C. Final Draft Code.** LWC will prepare an erratum tracking PC recommendations for consideration by the City Council.
- D. City Council Hearings.** LWC will assist City staff at up to two City Council hearings to support adoption of the Zoning Code. These meetings are anticipated to take place on-line using Zoom or a similar video conference platform. LWC's role will include assistance in the preparation of materials/presentations for, and attendance at, the hearings. City staff will lead the presentation of the Zoning Code to the City Council.
- E. Final Zoning Code.** Based on the City Council's final decision/adoption of the Zoning Code and final text changes provided by City staff, LWC will prepare the

final Zoning Code. The document will be produced in MS Word and PDF format and will be made accessible and interactive through online publishing.

Task 6 Meetings

- Planning Commission Hearings – up to 2
- City Council Hearings – up to 2

Task 6 Products

- GP Amendment Recommendations
- Public Hearing Materials
- Final Draft Zoning Code (Word and PDF)
- Final Zoning Code (Word and PDF)

TASK 7: Optional Tasks

- A. Zoning Handbook.** LWC will prepare a simple user-guide/handbook for the public that explains how to use the new Zoning Code. The handbook will be clear and concise and will rely on graphics and illustrations to demonstrate how to use the Code and find answers to frequently requested information such as setbacks, lot coverage, signage, and accessory structure standards. The handbook will be provided in PDF format with internal hyperlinks for easy navigation.
- B. *New* Zoning Map.** LWC will prepare the final Woodland Zoning Map in GIS based on the most current GIS zoning data in ESRI ArcMap format provided to LWC by the City. The Zoning Map will identify the base zoning districts, overlays, Specific Plan areas, and any other geographies as appropriate. LWC will provide the City with a final Citywide Zoning Map and associated files in ESRI ArcMap and PDF formats.
- C. Infill Guidelines Handout.** LWC will prepare a handout specifically tailored for infill development strategies and design standards or guidelines. The goal will be to provide an easy-to-understand guide that will help facilitate and streamline infill development.
- D. Objective Standards for Residential Development Handout.** LWC will prepare a handout that outlines the objective standards that are to be used to evaluate residential projects, in accordance with SB330, SB8 and SB478. The document will clearly identify when and how these standards are to be used.
- E. *New* Seminars for City Staff.** LWC will prepare up to three 1-hour interactive seminars for City staff to further their understanding of the administration of the updated Code. Topics and timing of the seminars will be decided through discussion with City staff. Potential topics could include:

- Form-Based Code principles
- Key changes to permits and procedures
- Reviewing and applying Objective Design Standards
- Sign code standards post *Reed v. Town of Gilbert*.

For each seminar, LWC will deliver a presentation that outlines key differences between the existing and new Code for discussion; identifies elements of the Code that changed in response to new federal or State law; and clarifies how the topic relates to regulations in other parts of the Code. LWC will also answer staff's questions about the content, organization, and administration of the Code. Seminars will take place using web-based conferencing tools.

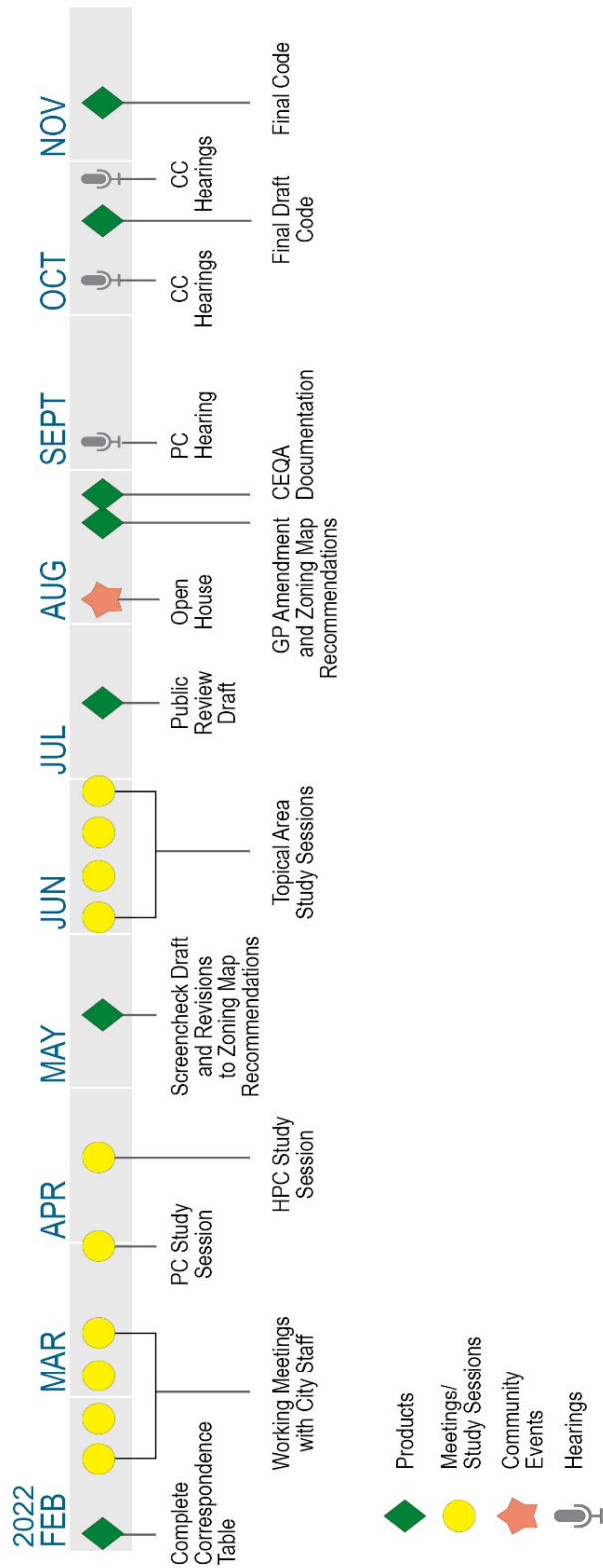
BUDGET

TABLE 1: City of Woodland Comprehensive Zoning Code January 2022 "Re-start" Budget by Task	Lisa Wise Consulting, Inc.										Fisher Town Design	Rincon	October 2020 Contract Total	Project Budget Remaining	Additional "Re-start" Budget	Total Budget for January 2022 "Re- start"	Tasks Added						
	Principal \$250		Director \$195		Senior \$175		Associate \$140		LWC Cost	FTD Cost								Rincon Cost					
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost															
TASK 1: Project Initiation and Analysis	16	\$4,000	54	\$10,530	92	\$16,100	92	\$12,880	\$43,510	\$11,200	\$0	\$54,710	\$0	\$0	\$0	Task 2D/E: Separate PC and HPC Study Sessions							
TASK 2: Public Outreach	24	\$6,000	74	\$14,430	138	\$24,150	143	\$20,020	\$64,600	\$7,000	\$0	\$71,600	\$17,965	\$4,760	\$22,725	Task 4A: Correspondence Table							
TASK 3: Admin Draft Zoning Code	36	\$9,000	162	\$31,590	264	\$46,200	300	\$42,000	\$128,790	\$11,200	\$0	\$139,990	\$0	\$0	\$0	Task 4B: Working Meetings							
TASK 4: Public Drafts of Zoning Code	41	\$10,250	70	\$13,650	54	\$9,450	108	\$15,120	\$48,470	\$1,400	\$0	\$49,870	\$14,448	\$92,580	\$107,028	Task 4C: Screencheck PRD							
TASK 5: Environmental Review/CEQA	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	\$20,000	Task 6A: Zoning Map Recommendations Update added to GP Amendments							
Task 6: Review and Adoption/Final Code	18	\$4,500	24	\$4,680	72	\$12,600	85	\$11,900	\$33,680	\$0	\$0	\$33,680	\$33,680	\$7,980	\$41,660	Task 7B: Zoning Map							
Sub-Total	135	\$33,750	384	\$74,880	620	\$108,500	728	\$101,920	\$319,050	\$30,800	\$20,000	\$369,850	\$86,093	\$105,320	\$191,413	Task 7E: Seminars for Staff							
Optional Task 7	See Table 2 for Task and Budget breakout												\$24,920	\$24,920	\$25,510	\$50,430							
Total												\$394,770	\$111,013	\$130,830	\$241,843								

TABLE 2: Optional Task 7	Lisa Wise Consulting, Inc.												Total
	Principal		Director		Senior		Associate						
	\$250		\$195		\$175		\$140						
	\$285		\$245		\$195		\$155						
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
Optional Task 7A: Zoning Handbook	2	\$500	8	\$1,560	20	\$3,500	42	\$5,880	\$11,440				
Optional Task 7B: Zoning Map*	6	\$1,710	12	\$2,940	12	\$2,340	48	\$7,440	\$14,430				
Optional Task 7C: Infill Handout	2	\$500	4	\$780	12	\$2,100	24	\$3,360	\$6,740				
Optional Task 7D: ODS Handout	2	\$500	4	\$780	12	\$2,100	24	\$3,360	\$6,740				
Optional Task 7E: Seminars*	4	\$1,140	12	\$2,940	20	\$3,900	20	\$3,100	\$11,080				
Optional Tasks Subtotal	10	\$2,850	24	\$5,880	32	\$6,240	68	\$10,540	\$50,430				
January 2022 Re-start Tasks (7B and 7E) are calculated with 2022 billing rates.													

* January 2022 Re-start Tasks (7B and 7E) are calculated with 2022 billing rates.

SCHEDULE





TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: April 21, 2022
ITEM #: I.3
SUBJECT: Review of Planning Commission Subcommittees

Recommendation for Action: Staff recommends that the Planning Commission Chair Review Subcommittee Appointments

Staff Contact:

Cindy Norris, Principal Planner, (530) 661-5911, cindy.norris@cityofwoodland.org

Background:

Pursuant to Section 501 of the Planning Commission Rules and Regulations, the Chairperson shall appoint all standing committees each year following the election of officers and such special committees that from time to time may be authorized by the Commission.

Discussion:

From time to time, there may be subjects that may require in depth analysis or consideration apart from the regular conduct of business. A subcommittee may be utilized as a tool to provide the Commission with that in depth evaluation. A subcommittee is advisory to the Planning Commission. The subcommittee may deliver opinions and advice to potential applicants as well as to the Commission as a whole. A subcommittee may be formed as a working body to consider a specific topic for a limited period of time, or the subcommittee may be a standing committee to consider items of a similar concern from time to time. In either case, the subcommittee is made up of less than a quorum of the legislative body.

Where a subcommittee is formed to study a particular subject on a temporary basis, to discuss, conduct research and analysis on a particular limited topic for the amount of time it takes to evaluate that matter only, can be considered exempt from the Brown Act. In those cases a temporary committee may choose to meet on their own, without staff, in order to research a topic that they will then report back on. Standing committees are subject to the Brown Act noticing requirements. In those cases, the Brown Act requires posting an agenda accessible to the public at least seventy-two hours (72) in advance of a regular meeting and members of the public may attend.

Ad-hock committees may meet periodically and do not require notice. Standing Committees shall meet at appointed times with appropriate notice. Design Liaison is an ad-hock member who meets from time to time on various items.

The following are the current Planning Commission subcommittees and current appointed members:

- Public Art Ad-hock Committee: To appoint up to 2 members of the Commission to serve on an ad-hoc subcommittee to evaluate possible Public Art project proposals and to make recommendations to the City Council. (Commissioners Wells, Lopez and Wong)
- PC Design Liaison: To appoint up to (2) PC members to function as a design liaison as an ad-hoc subcommittee in order to provide early input with applicants on design issues in order to facilitate the process for applicants (Commissioner Holt & Wells)
- Cannabis Subcommittee: To appoint up to 3 members of the Commission to serve on an ad-hoc Cannabis

subcommittee. (Commissioners Harris, Hurst, Lizarraga)

- Zoning Subcommittee: To appoint up to 3 members of the Commission to serve on an ad-hoc committee that will review and make recommendations regarding future Zoning Ordinance Amendments and to review components of the Comprehensive Zoning Code Update. (Commissioners Wells, Lizarraga and Lopez)
- Woodland Research and Technology Park (WRTP) Subcommittee. To appoint up to 3 members to serve on an ad-hoc committee to review and provide feedback regarding specific plan considerations. (Commissioners Holt, Wells and Harris)

Conclusion:

Staff recommends that the Planning Commission Chair Review Subcommittee Appointments

Attachments:

None